

~~SECRET~~

Langley Disbursing Office
Cash Reconciliation and Accounting

Date _____

Opening Balance _____

ADDITION TO FUNDS

Receipts from 01-1010
Fiscal Vouchers on Hand
Duty Officers Fund
Emergency Fund
Tellers Funds
Cash Inventory

\$100.00 _____
50.00 _____
20.00 _____
10.00 _____
5.00 _____
1.00 _____
.50 _____
.25 _____
.10 _____
.05 _____
.01 _____

DISBURSEMENTS

Vouchers paid
Checks Cashed
Foreign Currency Purchased
Taxi Funds paid
Fiscal Vouchers forwarded

Total _____

Accountable Balance _____

SIGNATURE OF ACCOUNTABLE OFFICER

ATTACHMENT RECONCILED

~~CONFIDENTIAL~~

DATE _____

SIGNATURE OF CUSTODIAN _____

~~SECRET~~